



NOTICE

BOROUGH OF HANOVER

MODIFIED PERMIT OFFICE SERVICES DURING CORONAVIRUS (COVID-19) PANDEMIC:

INCLUDING ZONING, BUILDING AND STORMWATER PERMITS, SUBDIVISION AND LAND DEVELOPMENT PLAN SUBMISSIONS AND CODES ENFORCEMENT

Permit Office Closure & Service Changes Due to Coronavirus (COVID-19) Pandemic:

On Thursday, March 19th (updated Saturday, March 21st), Governor Tom Wolf ordered all “non-life- sustaining” businesses in Pennsylvania to close their physical locations to slow the spread of COVID-19. The Governor’s order required all residential and commercial construction, except for emergency repairs, construction deemed to be “life sustaining”, and construction operating with waivers from the Department of Community and Economic Development (DCED), to cease physical operations effective at 8:00 p.m. on March 19th until further notice.

In order to reduce exposure and spread of Coronavirus, the Hanover Borough Permit Office will only be facilitating the processing of permits for projects considered emergency or “life sustaining” under the Governor’s Order. While the Permit Office is operating under this modified status, please forward all permit applications for “life sustaining” projects (for example, emergency repairs, etc.) to Dennis Northcraft (dnorthcraft@hanoverboroughpa.gov) or call (717) 637-3877. Please understand that there may be delays in processing permit/zoning applications as the Borough operates under this modified status.

If, after reviewing the Borough’s policies set forth herein, you are personally aggrieved and believe that your project falls within an exception as an emergency or a “life-sustaining” project, please contact Dennis Northcraft to discuss the specific parameters of your project. Please note that the ultimate decision, whether projects are appropriately aligned with the Governor’s order, resides with the state.

Ongoing services:

- Customer interactions will take place via phone or through e-mail only. Staff will respond to voice messages left at (717) 637-3877. Payments must be made by check and delivered by mail or placed in the Borough drop-box at 44 Frederick St. The Borough will allow applicants to move emergency inspections forward while payments are in process.

- For:
 - Zoning and Building Permit applications for “life-sustaining” activities and emergency repairs:
 - Submit via email to Dennis Northcraft (dnorthcraft@hanoverboroughpa.gov). If you are unable to provide digital documents, a physical (copy) submission may be left at the drop bin located at the Hanover Borough Municipal Building at 44 Frederick Street with prior notification and arrangements made with Borough staff (via. phone at (717) 637-3877).
 - Inspection services, conducted by the Borough’s third-party agency Middle Department Inspection Agency (MDIA), will continue to the extent permitted by the Governor’s Order.
 - Codes Enforcement for health, safety and welfare issues:
 - Submit via e-mail to James Papale (jpapale@hanoverboroughpa.gov).
 - Land Development and Subdivision Plan related inquiries, submissions, issues:
 - Submit via e-mail to Falyn Morningstar (fmorningstar@hanoverborough.gov).

Suspended services:

- All in-person building-related inspections by Borough Staff, except for emergency circumstances and those otherwise permitted under the Governor’s order, which will be handled on a case by case basis in accordance with social distancing requirements
- All non-emergency Code and Zoning Enforcement inspections (except those which present health, safety and/or welfare related issues)
- In-person payments (see below for payment information)

Building Permit Applications

Most residential and commercial construction is considered “non-life sustaining” under the Governor’s Order and in most cases, contractors may not perform any work until further notice. Therefore, the Borough will only accept applications for projects that are exempt from or otherwise permitted under the Governor’s Order. Further, to curtail the spread of COVID-19, if the Borough observes activities occurring which appear to violate the order, as either “life sustaining” or for which the Borough has not been provided a true and accurate copy of written waiver by DCED, these violations will be reported to the appropriate entity.

Active Building Permits

The Borough will close out any currently “open” permits under its modified status. Further, the Borough will suspend acceptance of any new applications to coincide with the Governor’s mandate to shut down all non-essential businesses.

Most residential and commercial construction, along with professional and business services, are not permitted to operate until further notice. Therefore, there will be no inspections conducted or use & occupancy permits issued for non-life sustaining operations until further notice. Physical inspections for “life sustaining” projects will be handled on a case-by-case basis in accordance with social distancing requirements.

Zoning Permit Applications

The Borough will close out any currently “open” permits to final approval and will process zoning permit applications in the same manner as the Building Permit Applications as set forth above.

In the event of an emergency, please contact Dennis Northcraft (dnorthcraft@hanoverboroughpa.gov) or by calling (717) 637-3877 to discuss procedures and timing.

Building Codes and Zoning Complaints

Complaints can be formally logged with the Borough. Except for those related to the health, safety and welfare of the public, complaint investigation and enforcement may be delayed until restrictions are lifted and the ability to conduct ZHB Hearings or Magisterial Hearings is reinstated.

Stormwater Permit / Plan Applications

Stormwater related permit and plans typically require review by the Borough’s Engineer and the Borough’s Stormwater Permit Coordinator. However, both of these parties can typically conduct the submission and processing of applications by digital means (such as PDF files, digital pictures, etc.). As such, they will be processed on an individual basis to the extent that such processing does not cause the Borough or its appointed staff to be placed at an elevated risk of exposure to either contract or spread COVID-19.

Sketch Plan, Subdivision Plan, and Land Development Plan Applications

At this time, the guidelines of the Municipalities Planning Code (MPC) remain in full legal effect, which mandate a 90-day guarantee on review and action by the Borough for subdivision plans and land development plans. As such, applications will continue to be received in digital format (PDF) for distribution and review by Borough staff and third-party reviewers. Application fees will be paid by check, mailed or dropped off to the Borough. The Borough will work with applicants to process their plan in a timely manner or seek an appropriate extension of time. If an applicant cannot provide a digital submission, arrangements may be made (via. phone at (717) 637-3877) for a physical drop off of plan materials at the Borough office. Meetings, likely to be conducted via online platforms, to review plans will be conducted as timing either mandates or allows.

Certification

All applicants for building, zoning and stormwater permits will be required to complete a certification that the applicant is not subject to the Governor’s closure order or has received a waiver. Any permit issued during the pendency of the Governor’s order does not constitute the Borough’s approval for work not permitted under the Governor’s order.

We understand the challenges, difficulty, and frustration that the COVID-19 public health crisis has imposed on you personally and/or your business, as the same have been imposed on the Borough. The Borough is attempting to balance public health and safety while insuring the continued delivery of critical services and functions. If you have any general questions about this policy, please feel free to contact Nan Dunford, Borough Manager (ndunford@hanoverboroughpa.gov) or call (717) 646-2802.

REQUEST FOR PERMIT OR INSPECTION
DURING COVID-19 PANDEMIC

APPLICANT CERTIFICATION

The Applicant, _____, certifies that it is (1) not subject to a business closure order issued by the Governor or (2) has received a waiver from the appropriate Commonwealth of Pennsylvania agency regarding the business operations being conducted at _____, and the Applicant is authorized to work on or continue work on the project known as _____ (the "Project"), which is located within _____, _____ County, Pennsylvania. The Applicant further acknowledges and agrees that the issuance of any permit or the performance of any inspection shall in no way signify or constitute the municipality's approval to continue work on the Project and Applicant must comply with any requirements, restrictions, or modified practices required by a regulatory authority with jurisdiction.

The Applicant, _____, verifies that the facts set forth in this document are true and correct to the best of its knowledge, information, and belief, and are verified subject to the penalties for unsworn falsification to authorities under 18 Pa.C.S. § 4904.

By: _____

Date: _____

Its: _____